

Birmingham & Solihull Mental Health NHS Foundation Trust

Performance Improvement Group

Terms of Reference

1. Overview

The Staffing & Agency Performance Improvement Group will:

- Put in place a plan to address the recruitment, reporting and performance management of all recruitment for the Trust.
- Review all rosters and compliance with Trust Policy and address policy gaps.
- Put in place agency reduction plan and monitor and take corrective action.
- Review the drivers for agency and bank, including specialing, absence, vacancies and put in place corrective steps and plans.
- Produce the compliance report for CEO sign off for NHS Improvements.

2. Principal Roles & Responsibilities of Members

The Staffing & Agency Performance Improvement Group principal roles and responsibilities include:

- The management of services associated with their respective roles/portfolios.
- Attend and participate in Staffing & Agency Performance Improvement Group.
- Familiarise themselves with relevant documentation/material before meetings.
- Accept and discharge in a timely manner, roles, assessments agreed in the Group.
- Undertake specific actions as identified within the Group to reduce agency expenditure.
- Undertake a review of rostering practices within all areas and ensure efficiency of resources.
- Identify deliverable options to bring expenditure under control.
- Agree and implement alternative workforce solutions to sustain a permanent workforce.

3. Membership

Membership of the Staffing & Agency Performance Improvement Group will include the:

Chief Operating Officer (Chair)
Executive Director of Nursing
Executive Director of Resources
Executive Medical Director
Associate Directors of Operations
Deputy Director of Workforce & Inclusion and relevant HR Representatives
Deputy Director of Finance
Deputy Director of Nursing
Deputy Medical Director
Associate Director of Performance & Information

4. Chair and frequency of meetings

The Chief Operating Officers will chair the Staffing & Agency Performance Improvement Group. The Group will meet weekly on a Monday from 9.00 - 11.00 am.

5. Reporting

